2026 HONG KONG AWARDS FOR ENVIRONMENTAL EXCELLENCE

GUIDEBOOK FOR CONSTRUCTION INDUSTRY SECTOR

(for SMEs)

2026

1. INTRODUCTION

1.1 Background

The Hong Kong Awards for Environmental Excellence (the HKAEE) is led by the Environmental Campaign Committee (ECC) alongside the Environment and Ecology Bureau and in conjunction with nine organisations, namely, in alphabetical order, the Advisory Council on the Environment, the Business Environment Council, the Chinese General Chamber of Commerce, the Chinese Manufacturers' Association of Hong Kong, the Federation of Hong Kong Industries, the Hong Kong Chinese Importers' & Exporters' Association, the Hong Kong Council of Social Service, the Hong Kong General Chamber of Commerce and the Hong Kong Productivity Council. The HKAEE is an annual award which aims to encourage companies and organisations to adopt green management, benchmark their performance with the best practices within their sectors, and recognise the achievements of the best-performing companies and organisations.

As an environmental award that aims for excellence, the **HKAEE** takes the pyramidal shape as the form of its logo to show the commitment of different sectors of society for reaching excellence in environmental performance. At the apex of the logo is a tender leaf that symbolises the growth of environmental awareness in the community. The white ribbon that wraps around the pyramid forms the letter "Q" to represent both quality and qualified environmental performance of the awarded organisations.

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1.2 Overview of 2026 HKAEE

The HKAEE has been recognised by the community as one of the most prestigious and reputable award schemes in Hong Kong. Information of this award scheme is summarised in the table below and full details can be found in the individual Guidebooks.

Table 1: Awards category under 2026 Hong Kong Awards for Environmental Excellence

2026 Hong Kong Awards for Environmental Excellence			
8 Sectors (for non-SMEs)			
Construction Industry ^	Hotels and Recreational Clubs	Manufacturing and Industrial Services@	Property Management (Commercial & Industrial / Residential)
Public Community Services and Transport Logistics	Restaurants, Shops and Retailers	Schools (Pre-school / Primary / Secondary)	Servicing and Trading
4 Sectors (for SMEs) *			
Construction Industry ^	Manufacturing and Industrial Services @	Restaurants, Shops and Retailers	Servicing and Trading

The Organisers reserve the final right to make the final decision in the event of dispute over the eligibility of an applicant.

^ The nominated construction project should have at least one-third of the project work completed (according to the contract period) at the time of assessment.

@ Hong Kong based manufacturing companies with their factories in the Greater Bay Area will also be eligible to join the HKAEE under the Manufacturing and Industrial Services Sector (for non-SMEs), or Manufacturing and Industrial Services Sector (for SMEs).

* Under the HKAEE, an SME is an organisation that (i) meets the definition of Small and Medium Enterprises (SMEs) adopted by the Government of the Hong Kong Special Administrative Region; (ii) has substantive business operation in Hong Kong; and (iii) its parent company or its affiliated company (if applicable) or itself should not be a listed company (ownership of a 50% of interest or more will be classified as an affiliated company). An SME under the definition of HKSAR Government is a manufacturing business which employs fewer than 100 persons in Hong Kong; or a non-manufacturing business which employs fewer than 50 persons in Hong Kong. The "number of persons employed" includes individual proprietors, partners and shareholders actively engaged in the work of the organisation; and salaried employees of the organisation, including full-time or part-time salaried personnel directly paid by the organisation, both permanent and temporary, at the time of submitting applications.

2026 Hong Kong Awards for Environmental Excellence
Awards Category
The awards to be granted in each of the sector: or a combination as deemed appropriate by the Final Adjudicating Panel(s).

1.3 Objectives of the HKAEE for SMEs

The HKAEE for SMEs aims to:

- Encourage SMEs to implement environmental management;
- Measure organisations' performance and their commitment to environmental management within the industry; and
- Recognise organisations with excellent performance on environmental management.

1.4 Eligibility for the HKAEE for SMEs

All businesses / organisations and their functional units that (i) meet the definition of SMEs as adopted by the Hong Kong SAR Government, (ii) have substantive business operation in Hong Kong and (iii) its parent company or its affiliated company* (if applicable) or itself should not be a listed company are eligible to apply for the *SME*s sectors in the HKAEE. Functional units within an organisation can enter the same or separate sectors but each functional unit is limited to enter into one sector only. If an organisation has multiple functional units intending to join the same sector, each functional unit should demonstrate that it has its own environmental initiatives within its operation before being considered admissible to the HKAEE.

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Definition of SMEs

An SME under the definition of HKSAR Government is a manufacturing business which employs fewer than 100 persons in Hong Kong; or a non-manufacturing business which employs fewer than 50 persons in Hong Kong. The "number of persons employed" includes individual proprietors, partners and shareholders actively engaged in the work of the organisation; and salaried employees of the organisation, including full-time or part-time salaried personnel directly paid by the organisation, both permanent and temporary, at the time of submitting applications.

To encourage wider participation, the Gold Award winner of each sector / sub-sector of the previous year will not be eligible for entering the HKAEE within the next **two** years. In other words, Gold Award winners of 2024 and 2025 HKAEE will not be eligible for entering 2026 HKAEE, and Gold Award winners of 2026 HKAEE will not be eligible for entering 2027 and 2028 HKAEE.

The Organisers reserve the right to determine the eligibility of any applicant.

* Ownership of a 50% of interest or more will be classified as an affiliated company.

1.5 Eligibility for the Construction Industry Sector for SMEs

Construction industry businesses which include general construction and specialised construction activities for buildings and civil engineering works are eligible to apply for this Sector. For example:

- Building construction;
- Civil engineering and infrastructure;
- Electrical and mechanical services;
- Fit-out and renovation;
- Specialist contractors;
- Foundation and site works;
- Repair and maintenance

The Organisers reserve the right to determine the eligibility of any applicant.

1.6 Purpose of this Guidebook for Construction Industry Sector for SMEs

The purpose of this Guidebook is to explain the application procedures and assessment criteria for the Construction Industry sector under the *HKAEE* for *SMEs*.

For reference, a general self-assessment checklist (Appendix 1) and sector best practices (Appendix 2) are provided to assist organisations in improving their environmental performance.

2. ASSESSMENT PROCESS

The assessment process for Construction Industry sector is as follows:

1 — 2 — 3

Stage 1: Initial Assessment

Document review of all entries

Stage 2: Detailed Assessment

Field assessment of shortlisted entries

Stage 3: Final Assessment

Adjudicating panels to select winners out of finalists

Winners will be selected from a rigorous assessment process that comprises three stages:

Stage 1 - Initial Assessment

Upon receipt of the application form, eligible applicants will be invited to submit detailed information on their green policies and practices as well as environmental achievements via an online questionnaire. All information submitted by the applicants will be reviewed according to the assessment criteria of the awards. The Organisers may request additional documents for the purpose of information verification. The Organisers will then select applicants for detailed assessment in Stage 2.

All eligible applicants that have completed Stage 1 assessment and yet do not receive any award will receive the "Hong Kong Environmental Caring Company" Logo and a Participation Certificate after the completion of all assessment processes.

Stage 2 - Detailed Assessment

Organisations selected for detailed assessment will be visited by a team of assessors. The visit will include a tour of applicant's facilities and interviews with key representatives of the organisation including top management, department heads and general staff. The applicants should arrange the necessary permits and transportation between the Hong Kong-Shenzhen border and the premises in Chinese Mainland, if necessary, for the assessment visit. During the site visit, applicants are encouraged to introduce their environmental performance to the assessors to provide them with an in-depth understanding of their environmental initiatives and the status of implementation.

The assessors will then prepare the assessment reports for submission to the Organisers for further short-listing into the final adjudication in Stage 3.

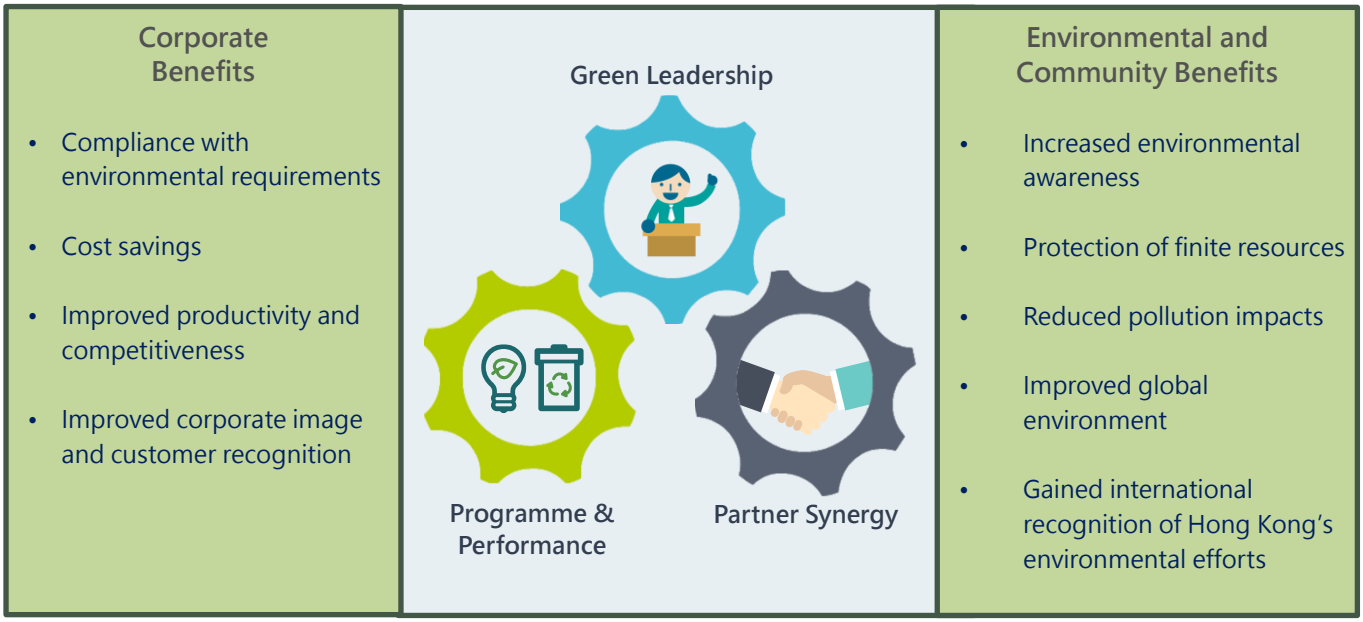
Stage 3 - Final Assessment

Adjudicating Panels will review the environmental performance of applicants. During the final assessment phase, the Adjudicating Panels may invite candidates to further present their achievements in a meeting. Each Adjudicating Panel will comprise representatives from various trade associations, government departments, professional bodies and the like.

3. ASSESSMENT CRITERIA

The assessment criteria for the **SME – Construction Industry** sector are based on the well-established "Eco-Business Model". This model is designed to exemplify the strong relationship between the internal operation of a business and the surrounding environment. The key factors, including ***Green Leadership, Programme and Performance*** and ***Partner Synergy***, are generally considered to be vital in the overall integration of environmental measures within an organisation.

Eco-Business Model



The "Eco-Business Model" describes the key features that a green business should possess. It lists the criteria for becoming a successful "eco-business" and illustrates the benefits after fulfilling the criteria. If a commitment to environmental management is what you seek for your organisation, you should consider fulfilling the model criteria that are organised according to the following three key components.

On-going improvement is required to maintain high operational standards. Meeting the demands of clients while maintaining a commitment to environmental management can be made easy by following the three component criteria of the Eco-Business Model.

Each criterion focuses on a key aspect of environmental management. They explain to businesses the types of environmental measures that can be adopted, and how these measures can be put into practice. The following sections list the criteria of each component.

3.1 Green Leadership

The commitment from board of directors and senior management to environmental protection will steer the accomplishment of conservation measures taken within any business. This component of the Model suggests that management should demonstrate leadership in initiating the environmental measures to be taken. The efforts of senior management should involve formal definition of the corporate goals and policy on environmental management, allocation of resources to fulfil the requirements of the company policy, communication on policy goals and engagement of all levels of staff in the programme. Furthermore, it is important that the senior management establishes channels to train staff members on how to practise environmentally friendly measures.

3.1.1 Leadership

In order to drive green culture within an organisation, commitment and participation of the management would encourage more staff to participate in green actions, hence achieving a greater success in environmental excellence. The more commitments and participation senior management make on pursuing environmental management, the greater the success rate of the environmental measures. Senior management should take the leading role in demonstrating their commitment to the company's environmental programme by getting involved in various environmental programmes and activities. In order to foster green culture within an organisation, the management is also recommended to encourage all staff members to participant various green activities to drive for greater success in environmental excellence.

3.1.2 Policy and Commitment

Commitment to environmental protection can be formally declared through a written policy. Selecting premises with green building certifications (such as BEAM Plus and LEED certifications) when deciding the location of the office and signing environment-related charters launched / supported by the Government (e.g. Carbon Reduction Charter, Carbon Neutrality (Waste Reduction) Charter, Waste Reduction and Recycling Charter, Packaging Reduction Charter, Food Wise Charter, Energy Saving Charter on Indoor Temperature, Charter on External Lighting, Energy Saving Charter, 4T Charter, Glass Container Recycling Charter and Bye Bye Microbeads Charter).

3.1.3 Organisation and Resources

Staff should be assigned with specific environmental responsibilities. Adequate human and financial resources should be allocated to ensure successful implementation of environmental initiatives.

3.1.4 Environmental Communication

Environmental measures to be undertaken internally and externally should be promoted among staff members. Effective promotion on the benefits of environmental management will encourage staff members to develop green initiatives and undertake measures themselves. The following approaches could further foster green culture among staff members:

- Establish incentives (e.g. certificates or gifts) to motivate staff members adopting environmental conservation measures through daily operations; and
- Nominate and encourage representatives to take part in Environmental Task Forces or environmental-related awards.

3.1.5 Environmental Training

All relevant staff members should receive adequate training to implement environmental measures within the organisation.

3.1.6 Managing for Continual Improvement

Regular checks should be undertaken to monitor the progress and review the overall effectiveness of measures taken (e.g. monitor the organisation's performance through establishing management systems such as ISO 14001 Environmental Management Systems). In addition, your company should benchmark your environmental performance with industrial / regional / global standards (e.g. obtain BEAM Plus and LEED certifications or benchmark your interior fit-out, renovation and refurbishment work with reference to the requirements of BEAM Plus Interiors) to manage for continual improvement.

3.2 Programme & Performance

3.2.1 Regulatory Compliance

The construction industry in Hong Kong is bound by a number of legal environmental requirements. These companies must identify and comply with all relevant environmental legislation. Companies should establish suitable procedures to identify such requirements and should ensure that key staff possesses necessary knowledge to access this information.

3.2.2 Environmental Programme Implementation

Once the management has formalised its commitment to environmental conservation, establishing an environmental programme that defines the objectives, targets and time schedule of various environmental initiatives is a good way to demonstrate the corporate commitment. Setting up your own environmental programme makes good business sense as the tailor-made programme is able to meet specific needs of your organisation. Such programme can streamline operations, cut operating costs, and improve environmental performance, which in turn improve your corporate image and enhance your market competitiveness.

3.2.3 Energy Conservation and Progressing towards Carbon Neutral

Construction industry consume enormous amount of energy. A good energy management not only brings about the reduction in operation cost, but also significant environmental impact. Electricity and diesel are the major forms of energy used in most construction operation. In Hong Kong, electricity is primarily generated through the combustion of coal and gas. Both coal and gas are non-renewable energy resources that will eventually run out. Furthermore, coal burning results in undesirable air pollution. Reducing electricity consumption can preserve natural resources and alleviate air pollution.

3.2.4 Water Conservation and Wastewater Control

Various construction activities such as dredging / filling, washing, and cleaning, and run-off discharge cause water pollution. Adequate wastewater treatment facilities should be installed at construction sites to alleviate adverse physical, chemical, and biological effects to our environment.

For operations with effluent discharge, efforts should be made to reduce discharge by wastewater minimisation at source and installation of water treatment facilities if feasible. Also, organisations should explore the feasibility of using greywater during production and implement water audit and related water-saving measures.

3.2.5 Waste Management

Waste materials including construction and demolition (C&D) waste, packaging waste, chemical waste, and general waste are generated during daily operations of construction industry sector. Improper waste management can lead to adverse environmental impact. In addition, with increasing costs for waste disposal, it makes good business sense to minimise waste generated. Besides, construction companies are encouraged to develop a Waste Management Plan to assist them in practicing possible measures on waste avoidance, reduction, treatment, and disposal in construction sites.

3.2.6 Housekeeping

In general, the appearance and condition of construction sites will determine the working environment for your staff and public image of your company. Various raw materials and solvents, such as high pollutant level of paints and glues, drywall compounds, chemicals, and fuel, might cause harm to site workers and the environment if they are not handled and stored properly. In view of this, good cleaning, material storage and waste handling and removal procedures are important for maintaining a healthy and safe working environment and reducing the environmental impact of your business.

3.2.7 Noise and Vibration Control

Excessive noise and vibration can be an irritation to site workers as well as the neighbourhood. Appropriate measures, such as installation of barriers and retrofit of machineries with insulating layers, shall be undertaken to minimise the noise.

3.2.8 Air Pollution / Indoor Air Quality / Odour Control

Construction companies can control air pollution by choosing higher quality fuels, optimising operating practices and adopting suitable end-of-pipe emission controls. Your establishment should adopt the best combination of these measures in handling emissions.

3.2.9 Green Procurement

You can contribute to environmental protection by purchasing products that minimise pollution. Every product / raw material that you purchase, whether it is used by staff or for construction process, has impact on environment. You can reduce waste produced by making careful decisions when you are purchasing goods and raw materials. Products that are biodegradable or reusable put less stress on landfills. You can refer to the green specifications published by the Environmental Protection Department or other green procurement guidelines when practising green procurement.

3.3 Partner Synergy

3.3.1 Communication and Motivation

Once you have committed to environmental conservation measures within your organisation, you should share with others. Your suppliers, customers, workers, and other business partners deserve to learn about the positive actions that you are now taking. Knowledge of your environmental programme is valuable to others since seeing your accomplishments can motivate them to establish their own programme. In some instances, your partners may not be aware of the benefits of establishing such a programme. In other instances, they may be interested in starting up their own programme, yet they need some initial guidance to kick off. It is therefore important that your policy is made known to interested parties. By

assuming a proactive stance, you will encourage others to learn about environmental protection and give your organisation more exposure within the business world. You can also refer to Appendix 2 to learn the best practices in your sector.

Influence your Suppliers

A sound environmental programme will encourage the purchase and use of environmentally friendly products whenever possible. Therefore, it is important that your suppliers and other relevant partners are made aware of your programme requirements and are capable of meeting your needs. There are a number of activities that you can undertake to clearly communicate your requirements to your suppliers.

- You should inform suppliers of your environmental policy and provide them with your mission statement.
- State environmental requirements in tender documents.
- Work with suppliers to capture the type of products that you seek at a competitive price. Ask your suppliers to identify environmentally friendly products that can substitute items that you are currently using (at a comparable price).
- Encourage suppliers to provide you with documentation that guarantees the 'Environmentally friendly' authenticity of the products while you are purchasing.
- Encourage suppliers to use recyclable / biodegradable packaging materials.
- Invite your suppliers / contractors to participate in any community support programme(s) or environmental partnership programme(s) with the public / private sector / NGOs.

Influence your Customers

Just as you appreciate your suppliers for providing you with various environmentally friendly products, your customers will appreciate your efforts in offering them with quality goods. In general, by communicating the message that you are environmentally responsible you can increase customer loyalty. It is therefore a good practice to supply your customers with information regarding the environmental measures that you are taking and the nature of products that they are purchasing.

Influence on the Community

Everyone in Hong Kong experiences the effects of pollution. Although some people would like to help to improve environmental quality, not everyone knows how to get involved. As a green business operator, you deal with environmental management issues on a daily basis, and you are in a strong position to help the community to implement green measures. It is important for you to understand the impact of your business and environmental actions and communicate your impact to the society. You should also act as a role model to demonstrate your effort in environmental protection. Taking simple initiatives, such as sharing your experience in setting up your programme and providing useful information can raise community environmental awareness.

4. WEIGHTINGS OF ASSESSMENT CRITERIA

As mentioned in Section 3 above, the assessment of eligible entries under the Construction Industry sector comprises three criteria, namely, ***Green Leadership***, ***Programme and Performance*** and ***Partner Synergy***. Specific to this sector, the weighting of each of the assessment criteria is as follows:

Green Leadership	Programme and Performance	Partner Synergy
25%	55%	20%

5. APPLICATION FORM (CONSTRUCTION INDUSTRY SECTOR - SMEs)

SECTION 1 - Organisation Profile

Application Deadline: 31 Dec 2026

(Please note that the Name of Organisation indicated below refers to "the entity of application", which will be used in the award and publicity and cannot be changed without justifiable reasons.)

Name of Organisation (holding a valid Hong Kong Business Registration Certificate or other legal entities):

in English: _____

in Chinese: _____

Address: _____

_____

Telephone: _____

Website: _____

Description of
Core Business: _____

BR Number: _____

Name of Nominated Construction Project / Functional Unit, if applicable:

in English: _____

in Chinese: _____

Address: _____

_____

Contract period of the Nominated Construction Project*:

from _____ (dd/mm/yyyy) to _____ (dd/mm/yyyy)

* The nominated project should be an active project which have at least one-third of the project work completed at the time of assessment

Contract No.: _____

Name of Parent Company / Affiliated Company, if applicable:

in English: _____

in Chinese: _____

Number of employees (under the Business Registration of the applicant organisation)

Hong Kong: (Full time) _____ (Part time) _____

Parent Company: (Full time) _____ (Part time) _____

Is your company or its parent company / affiliated company (if applicable) a listed company?

☐ Yes ☐ No

SECTION 2 - Contact Details and Declaration

Please provide the following information about the contact person of your organisation.

Name of Contact Person: _____

Designation: _____

Telephone: _____

E-mail: _____

Postal Address: _____

(If different from Section 1)

Please read the consent statement below before signing and submitting this application form.

Signature:

(with Organisation Chop) _____ Date: _____

Name of Signatory _____ Designation: _____

The HKAEE Technical Consultant (Hong Kong Productivity Council, HKPC) has adopted a Personal Data (Privacy) Policy. You may contact HKAEE Technical Consultant to request access to, and amend your personal data provided by you. If needed, please send an email to: sec@hkaee.gov.hk. The personal data collected from you will be erased and destroyed after 24 months upon the completion of the assessment of HKAEE. (Privacy Policy Statement)

Consent Statement

I hereby declare that the information given above is accurate to the best of my knowledge, and agree that all decisions made by the Organisers (i.e. Environment and Ecology Bureau and Environmental Campaign Committee and its Secretariat) and adjudicating panels are final and binding in all aspects relating to the HKAEE. I understand that any false or misleading information may lead to disqualification of my application.

I agree that personal data (including name, phone number, correspondence address and email address) provided by me will be used for the purpose of the communication, administration, evaluation and management of my application. I understand if I cannot provide the relevant personal data, processing of my application by the Organisers and the Technical Consultant may be affected.

The HKAEE Technical Consultant (Hong Kong Productivity Council, HKPC) intends to use the personal data (including your name, phone number, correspondence address and email address) that you have provided to promote the latest development, consultancy services, events and training courses of HKPC. Should you find such use of your personal data unacceptable, please indicate your objection by ticking the box below.

□ I object to the proposed use of my personal data in any marketing activities arranged by HKAEE Technical Consultant (HKPC).

The Environment and Ecology Bureau and / or the Environmental Campaign Committee and its Secretariat also intend to use the personal data (including your name, phone number, correspondence address and email address) that you have provided to promote the latest development, policies, activities and schemes of the Environment and Ecology Bureau and / or the Environmental Campaign Committee. Should you find such use of your personal data unacceptable, please indicate your objection by ticking the box below.

□ I object to the proposed use of my personal data in any marketing activities arranged by the Environment and Ecology Bureau and / or the Environmental Campaign Committee and its Secretariat.

How do you know about the Hong Kong Awards for Environmental Excellence? (Can select more than one)

- ☐ Mass media (e.g. TV and newspaper)
- ☐ Social media (e.g. Facebook, LinkedIn, YouTube and Instagram)
- ☐ Roving exhibitions
- ☐ Through the Technical Consultant
- ☐ Referral from another company / organisation
  (Please specify the name of the company / organisation: _____)
- ☐ Posters or advertisement
- ☐ Official website or eDMs
- ☐ Experience Sharing Seminars held by the Organiser
- ☐ Through participation in Hong Kong Green Innovations Awards (HKGIA) or Hong Kong Green Organisation Certification (HKGOC)
- ☐ Through commerce chambers / trade associations
  (Please specify name of chamber / association: _____)
- ☐ Others (Please specify: _____)

Please complete the Application Form and send it to the HKAEE Technical Consultant (Hong Kong Productivity Council) by the below channels. Applications can also be submitted directly online –

Email	:	**awards@hkaee.gov.hk**
Mailing Address	:	**HKAEE Technical Consultant, Hong Kong Productivity Council,** **HKPC Building, 78 Tat Chee Avenue, Kowloon Tong, Kowloon, Hong Kong**
Online Application	:	**https://aas.hkaee.gov.hk/HKAEE/applicationform/apply**

Important Note:

Please immediately call the HKAEE Hotline (Tel: 2788 5903) if no acknowledgement of application is received within 7 working days from the date of application.

6. ACKNOWLEDGEMENTS

The Organisers wish to thank the Environment and Conservation Fund for funding the HKAEE.

Organisers

中華人民共和國香港特別行政區政府
環境及生態局
Environment and Ecology Bureau
The Government of the Hong Kong Special Administrative Region of the People's Republic of China

Environment and Ecology Bureau

ENVIRONMENTAL CAMPAIGN COMMITTEE
環境運動委員會

Environmental Campaign Committee

Funded by

環境及自然保育基金
Environment and Conservation Fund

Environment and Conservation Fund

Co-organisers

ACE
ADVISORY COUNCIL ON THE ENVIRONMENT

Advisory Council on the Environment

BUSINESS ENVIRONMENT COUNCIL
商界環保協會

Business Environment Council

香港工業總會
FHKI

Federation of Hong Kong Industries

HKGCC
Hong Kong General Chamber of Commerce
香港總商會1861

Hong Kong General Chamber of Commerce

hkpc
生產力局

Hong Kong Productivity Council

香港中華總商會
CGCC The Chinese General Chamber of Commerce, Hong Kong

The Chinese General Chamber of Commerce

香港中華廠商聯合會
The Chinese Manufacturers' Association of Hong Kong

The Chinese Manufacturers' Association of Hong Kong

香港中華出入口商會
The Hong Kong Chinese Importers' & Exporters' Association

The Hong Kong Chinese Importers' and Exporters' Association

社聯
HKCSS

The Hong Kong Council of Social Service

7. ENQUIRY

Tel: 2788 5903

E-mail: awards@hkaee.gov.hk

Website: www.hkaee.gov.hk

8. DISCLAIMER

The information contained in this guidebook has been produced for guidance only. While every precaution has been taken to ensure its accuracy, no responsibility for any claims, losses or expenses as a result of any material in this publication can be accepted by the Organisers or any organisations involved in this guidebook.

Appendix 1 – Self Assessment Checklist for the Construction, Manufacturing and Industrial Services Sector (for SMEs)

GREEN LEADERSHIP

	Yes	No
Leadership		
➢ Demonstrate commitment from management.	❑	❑
➢ Involve management in the environmental programme and activities.	❑	❑
➢ Communicate with employees in a two-way manner.	❑	❑
➢ Establish incentives by management to encourage the employees to practise green measures.	❑	❑
Policy and Commitment		
➢ Establish an environmental / sustainability / ESG policy.	❑	❑
➢ Include commitment to environmental conservation in environmental / sustainability / ESG policy.	❑	❑
➢ Apply the environmental / sustainability / ESG policy company-wide.	❑	❑
➢ Direct the stated aims and objectives of the policy towards the organisation's activities and procedures.	❑	❑
➢ Select premises with green building certifications (such as BEAM Plus and LEED certifications) when deciding the location of your office.	❑	❑
➢ Sign environment-related charters launched / supported by the Hong Kong SAR Government. (e.g. Carbon Reduction Charter, Carbon Neutrality (Waste Reduction) Charter, Waste Reduction and Recycling Charter, Packaging Reduction Charter, Food Wise Charter, Energy Saving Charter on Indoor Temperature, Charter on External Lighting, Energy Saving Charter, 4T Charter, Glass Container Recycling Charter and Bye Bye Microbeads Charter).	❑	❑
Organisation and Resources		
➢ Appoint a "Green Manager" to coordinate the environmental programme.	❑	❑
➢ Establish an Environmental Task Force to steer and facilitate the environmental programme implementation.	❑	❑
➢ Allocate sufficient resources for environmental programme implementation.	❑	❑
➢ Encourage staff involvement in the environmental programme.	❑	❑
➢ Establish and operate a sound environmental management system.	❑	❑
Environmental Communication		
➢ Publicise the environmental / sustainability / ESG policy, initiatives and accomplishments from time to time.	❑	❑
➢ Encourage staff to give suggestions or feedback on the environmental programme.	❑	❑

	Yes	No
➢ Collect ideas from staff members and answer their questions or concerns.	❑	❑
➢ Offer incentives or rewards to staff members and workers for their environmental initiatives.	❑	❑
Environmental Training		
➢ Define environmental training needs and provide appropriate environmental training for individual staff.	❑	❑
➢ Maintain environmental training records.	❑	❑
Managing for Continual Improvement		
➢ Devise a simple plan to schedule regular checks of the organisation's environmental programme.	❑	❑
➢ Document the findings of the checking properly and implement any corrective actions arising from the checking.	❑	❑
➢ Monitor if appropriate corrective actions are taken and to address any lapses or inadequacies.	❑	❑
➢ Benchmark environmental performance with industrial / regional / global standards (e.g. obtain BEAM Plus, LEED certifications or benchmark your interior fit-out, renovation and refurbishment works with reference to the requirements of BEAM Plus Interiors).	❑	❑

PROGRAMME AND PERFORMANCE

	Yes	No
Regulatory Compliance		
➢ Identify and collect legal information from competent sources.	❑	❑
➢ Establish a register of environmental requirements relevant to your operation.	❑	❑
➢ Establish a procedure to ensure that staff members concerned have continuous access to the legal requirements.	❑	❑
➢ Establish a procedure to ensure relevant information on legal requirements is communicated to employees effectively.	❑	❑
➢ Establish a procedure to keep track of changes of environmental requirements and to update the environmental requirements accordingly.	❑	❑
Environmental Programme Implementation		
➢ Define your environmental objectives and targets and formulate measures to achieve these.	❑	❑
➢ Appoint responsible staff for undertaking different measures.	❑	❑
➢ Review the outcome of environmental programme and find ways for improvement.	❑	❑

	Yes	No
➢ Conduct environmental audit (e.g. carbon and energy audit) or environmental assessment to identify room for improvement.	❑	❑
Energy Conservation and Progressing towards Carbon Neutral		
General		
➢ Review energy consumption (electricity / fuel) regularly.	❑	❑
➢ Conduct energy and / or carbon audit to find out the main sources of energy usage and carbon emissions and identify the improvement areas.	❑	❑
➢ Establish reduction targets on energy consumption and / or carbon emissions.	❑	❑
➢ Set up and implement procedures to reduce energy consumption and carbon footprint.	❑	❑
➢ Provide energy-saving guidelines for staff members / workers and check if they follow or encourage them to follow.	❑	❑
➢ Set benchmarks or goals for energy conservation and carbon reduction.	❑	❑
➢ Purchase carbon offsets to offset the carbon emissions related to business operations	❑	❑
➢ Switch to hybrid / electric vehicles	❑	❑
Lighting System		
➢ Employ high luminous efficacy lamp and accessories such as high efficiency lamp, electronic ballast, high reflectance reflector and high transparent diffuser.	❑	❑
➢ Employ control system (e.g. occupancy sensor, dimming system) for lighting control.	❑	❑
➢ Utilise daylight (e.g. louver, glass window) within the premises as far as practicable.	❑	❑
Electrical System		
➢ Maintain proper operating condition and use of equipment / facilities (e.g. transformers, L.V. switchboard, VAR control, generators)	❑	❑
➢ Employ power electronics devices such as inverter and soft starter for optimisation of the electrical system.	❑	❑
➢ Maintain voltage / phase loading balance for the electrical system.	❑	❑
➢ Maintain proper power factor of the electrical system within the premises.	❑	❑
➢ Employ high efficiency motors for the electrical system.	❑	❑
HVAC System		
➢ Ensure fan speed optimisation for the system.	❑	❑
➢ Locate the exhaust of HVAC system in proper locations.	❑	❑
➢ Optimise pump speed of the HVAC system.	❑	❑
➢ Provide effective maintenance schedule for air side equipment.	❑	❑

	Yes	No
➢ Optimise equipment control for chiller plants.	❑	❑
Compressed Air System		
➢ Install properly sized air receivers to minimise pressure demand fluctuations.	❑	❑
➢ Properly distribute pipework arrangement (proper sizing and good positioning of compressors) for the compressed air system.	❑	❑
➢ Employ high efficiency motors for compressors.	❑	❑
➢ Install heat recovery system for compressors (e.g. heat exchanger at lubricant cooler to produce hot water).	❑	❑
Others		
➢ Use of renewable energy whenever possible.	❑	❑
➢ Stop a portion of escalators or lifts from running during non-peak hours. Encourage employees and customers to use the stairs whenever possible.	❑	❑
➢ Run preventive maintenance programmes for machines / equipment.	❑	❑
Water Conservation and Wastewater Control		
➢ Monitor water usage to identify unnecessary waste and abuse, then reduce resource consumption and cost.	❑	❑
➢ Reuse captured rainwater and / or treated wastewater.	❑	❑
➢ Provide information and / or training to all site workers on effluent discharge routes / points and wastewater management facilities at the site.	❑	❑
➢ Properly collect, handle and dispose of debris and rubbish generated on site to prevent these wastes from entering into nearby storm drain / watercourse.	❑	❑
➢ Maintain all sanitary facilities in good and running conditions (e.g. clean all the sedimentation facilities periodically or after rainstorms).	❑	❑
➢ Cover open stockpiles of construction materials (e.g. aggregates, excavated materials, sand and fill materials) with tarpaulin or similar fabric during rainstorms or arrange other measures to prevent the washing away of construction materials, soil, silt or debris into any nearby drainage system.	❑	❑
➢ Ensure that all manholes are adequately covered and temperately sealed to prevent washing down of silt or debris into the drainage system.	❑	❑
➢ Install flow restrictors and automatic shut-off systems to reduce water use.	❑	❑
➢ Select plumbing fixtures and water-consuming devices with Grade 1 Water Efficiency Label	❑	❑
➢ Remind employees to always turn off faucets completely after use and report any leakage.	❑	❑
➢ Establish a monitoring and maintenance programme to ensure that water pipes are in good working condition.	❑	❑
➢ Irrigate plants in the morning or evening.	❑	❑
➢ Use environmentally friendly cleaning products.	❑	❑

	Yes	No
➢ Treat wastewater regularly to ensure compliance with legal requirements.	❑	❑
➢ Maintain and monitor wastewater treatment facilities (if any) regularly.	❑	❑
➢ Conduct water footprint audit.	❑	❑
Waste Management		
➢ Review types and quantities of waste disposed of and define reduction target(s).	❑	❑
➢ Ensure that any wastes are cleared as quickly as possible to minimise potential dust and water impacts.	❑	❑
➢ Assign a designated area for temporary waste storage and subsequent segregation for ease of handling.	❑	❑
➢ Adopt reusable carriers for goods distribution	❑	❑
➢ Ensure that construction and demolition waste are properly covered to minimise windblown litter and dust during transportation.	❑	❑
➢ Instruct workers and employees to recycle and reuse if possible.	❑	❑
➢ Ensure that chemical wastes are properly labelled, packaged and stored in a designated chemical waste storage area.	❑	❑
➢ Use products and materials with reduced packaging and / or encourage manufacturers to reuse or recycle their original packaging materials.	❑	❑
➢ Ensure that general refuse is stored in waste skips and garbage bins with proper covers.	❑	❑
➢ Provide recycling bins for paper, metals and plastics if the volumes are large enough to warrant such collection.	❑	❑
➢ Streamline operation procedures and eliminate unnecessary forms and records.	❑	❑
➢ Use double-sided photocopying.	❑	❑
➢ Adopt an e-fax system to reduce the use of fax paper and save printing supplies.	❑	❑
➢ Encourage the use of E-mail for both internal and external communication. Use of e-filing, e-tendering and paper-less purchasing.	❑	❑
➢ Minimise the use of tape and strapping when sealing packages.	❑	❑
➢ Choose properly-sized packages and avoid fillers in packaging.	❑	❑
➢ Avoid breakage or spillage of materials to minimise wastage.	❑	❑
➢ Keep reusable cloth rags on hand to wipe up spills.	❑	❑
➢ Choose solar-powered appliances to avoid battery disposal.	❑	❑
➢ Encourage employee to use reusable containers, dishes, cups and coffee filters in the pantry / canteen if available.	❑	❑
➢ Reduce leftovers or install proper food waste handling facilities	❑	❑
➢ Use refillable containers for cleaning products.	❑	❑

	Yes	No
➢ Replace raw materials by eco-friendly (recycled or non-toxic or less toxic than existing) materials with longer service time.	❑	❑
➢ Modify working procedures, process record keeping, machine-operating instructions of production equipment and utilities in order to run the processes at higher efficiency with less waste generated.	❑	❑
➢ Modify the waste generation process so that the waste produced can be transformed to a material that can be reused or recycled for other applications within or outside the premises.	❑	❑
➢ Return used products, corrugated cardboard, paper boxes, plastic containers, wooden pallets and shrink-wrap to suppliers if possible.	❑	❑
➢ Educate cleaning staff for proper and clean recycling.	❑	❑
➢ Reduce and reuse festive / promotional decorations.	❑	❑
➢ Avoid the use of bottled water and unnecessary decorations / souvenirs at official events.	❑	❑
Housekeeping		
➢ Establish an orderly and clean working environment.	❑	❑
➢ Use the 'First-In-First-Out' principle to avoid expiry of materials.	❑	❑
➢ Post signs to inform site workers about good practices for handling and storage materials.	❑	❑
➢ Assign dedicated areas on site for storage of materials. Signage indicating the storage of potentially harmful materials should also be displayed in these areas.	❑	❑
➢ Employ a licensed chemical waste collector to collect and dispose of chemical wastes.	❑	❑
➢ Ensure that chemical wastes generated are properly labelled, packaged and temporarily stored in a designated chemical waste storage area.	❑	❑
➢ Ensure that storage is in accordance with the Environmental Protection Department's Code of Practice on the Packaging, Handling and Storage of Chemicals.	❑	❑
➢ Store potentially harmful materials in containment to avoid spillage and minimise contaminated rainwater run-off.	❑	❑
➢ Keep an inventory of all products stored on-site. This is particularly important for products with potential harm to people and the environment.	❑	❑
➢ Exercise procedures during the handling and storage of potentially harmful substances to prevent leakage to the environment.	❑	❑
Noise and Vibration Control		
➢ Avoid noisy activities at restricted hours (weekdays: 19:00-07:00 and holidays: whole day).	❑	❑

	Yes	No
➢ Avoid simultaneous operation of several noisy activities close to a receiver to reduce cumulative impacts.	❑	❑
➢ Use appropriate noise propagation measures (e.g. noise barriers, partial enclosures at sources, full enclosures with sufficient ventilation).	❑	❑
➢ Maintain noise barriers and enclosures properly to ensure that they are free of gaps.	❑	❑
➢ Avoid prolonged operation of noisy equipment close to dwellings and schools, and turn off idle machineries	❑	❑
➢ Reduce noise by modification of workflow and equipment set up.	❑	❑
➢ Isolate noisy work facilities.	❑	❑
➢ Schedule noisy activities at appropriate times to minimise nuisance.	❑	❑
➢ Maintain equipment and machinery regularly to reduce noise.	❑	❑
➢ Mount vibrating machinery on vibration isolators or on separate foundations.	❑	❑
➢ Isolate or reduce the vibration of vibrating surfaces or apply damping materials to machinery.	❑	❑
Air Pollution / Indoor Air Quality / Odour Control		
➢ Provide effective dust screen, sheeting or netting to enclose any scaffolding built around the perimeter of a building.	❑	❑
➢ Use fixed or mobile water sprays for watering of unpaved areas, access roads and outdoor working areas regularly to keep dusty surfaces wet. If necessary, dust suppression chemical could be applied in dry season.	❑	❑
➢ Ensure that the working area of any excavation or earth moving operation is sprayed with water immediately before, during, and after the operation in order to maintain the entire surface wet.	❑	❑
➢ Cover materials transported by vehicles, with the cover properly secured and extended over the edges of the side and tailboards.	❑	❑
➢ Inspect vehicles regularly to ensure that exhaust emissions are not causing nuisance, such as dark smoke emission.	❑	❑
➢ Ensure that vehicle engines are turned off when they are not in use.	❑	❑
➢ Consider the use of low emission products and materials.	❑	❑
➢ Ensure that there is sufficient fresh air within the premises.	❑	❑
➢ Clean air outlets, ducts, filters and cooling coils in the air-conditioning system regularly.	❑	❑
➢ Place air emitting processes / equipment / machineries in properly ventilated areas and provide treatment to the exhaust if necessary.	❑	❑
➢ Locate odour generating sources (e.g. wastewater treatment facilities) away from employees or install odour control devices.	❑	❑

	Yes	No
➢ Cover or wet cement, sand, debris or other dusty materials. Instruct contractors to use materials with low volatile organic compound (VOCs) content.	❑	❑
➢ Use eco-friendly / ozone-friendly refrigerators, air-conditioners and chiller equipment.	❑	❑
➢ Grow plants in the office.	❑	❑
Green Procurement		
➢ Purchase products that are reusable, recyclable and contain fewer toxins (e.g. recycled paper, recycled toner cartridges).	❑	❑
➢ Establish a guiding policy that favours staff to purchase environmentally friendly products.	❑	❑
➢ Encourage staff to conduct simple research on frequently used items and find out if they can be substituted by other more environmentally friendly options.	❑	❑
➢ Encourage staff to examine the possibility of repairing items instead of purchasing new ones.	❑	❑
➢ Encourage staff to suggest products that are known to be more environmentally friendly.	❑	❑
➢ Encourage ethical purchasing (the practice of avoiding products that would bring adverse effect to the ecosystem).	❑	❑
➢ Buy goods in bulk quantities to avoid wastage.	❑	❑
➢ Avoid purchasing disposable items.	❑	❑
➢ Support the purchase of products with environmentally friendly logos or eco-labels.	❑	❑
➢ Adopt green menus at official events.	❑	❑

PARTNER SYNERGY

	Yes	No
Communication and Motivation		
Influence your Suppliers / Contractors		
➢ Encourage suppliers to use recyclable / biodegradable packaging materials.	❑	❑
➢ Inform suppliers of your environmental / sustainability / ESG policy and provide them with a mission statement.	❑	❑
➢ Work with suppliers to identify environmentally friendly products to substitute those less eco-friendly items.	❑	❑
➢ Encourage suppliers to provide documentation that guarantees the "environmentally friendly" authenticity of the products.	❑	❑

	Yes	No
➢ Work with suppliers to identify environmentally friendly products to substitute those less friendly in the operations.	❑	❑
➢ Encourage suppliers to use alternative fuel vehicles or low carbon route for the transportation of products.	❑	❑
➢ Adopt green specification in tendering to select suppliers offering sustainable green products.	❑	❑
➢ Give preference to environmentally friendly products or environmentally responsible suppliers / contractors.	❑	❑
➢ Invite suppliers to participate in community support programmes or environmental partnership programme(s).	❑	❑
Influence your Customers		
➢ Work with customers to deliver products together, rather than in smaller quantities.	❑	❑
➢ Label products that are made of recycled / reusable materials or are not harmful to the environment.	❑	❑
➢ Provide customers with incentives to purchase environmentally friendly products by offering discounts.	❑	❑
➢ Encourage customers to share their comments and suggest them to purchase products that are more environmentally friendly.	❑	❑
➢ Encourage customers to choose products / materials that have incorporated green considerations.	❑	❑
Influence on the Community		
➢ Visit your neighbours (e.g. local schools, residential blocks, local groups) and explain to their representatives details of the construction project and environmental measures adopted.	❑	❑
➢ Share experiences in setting up environmental programme with the community.	❑	❑
➢ Identify your impact to the society and communicate the impact with the community.	❑	❑
➢ Get involved in and support local environmental initiatives.	❑	❑
➢ Set up donation boxes and give proceeds to local environmental charities.	❑	❑
➢ Report your environmental achievements in newsletters, magazines and other publications.	❑	❑
➢ Apply for relevant awards or labels to gain formalised recognition for your efforts.	❑	❑
➢ Publish environmental / sustainability / ESG report to communicate your performance with stakeholders.	❑	❑
➢ Collaborate with other parties to promote environmental protection.	❑	❑

Appendix 2 – Highlights of Best Practices for the Construction Industry Sector (for SMEs)

- Establish Environmental Management System (e.g. ISO 14001) to effectively manage the significant environmental aspects in the operation and reduce the impact to the environment.
- Establish Energy Management System (e.g. ISO 50001) to effectively manage the energy consumption and energy efficiency.
- Allocate sufficient resources (e.g. budget for donations and sponsorships) for environmental programme implementation and establish environmental communication channels both internally and externally.
- Establish an Environmental Management Taskforce to have regular meetings and coordinate environmental programmes and respond to environmental issues within operation.
- Develop environmental initiatives to adopt industry best practice continuously.
- Assign designated personnel to conduct site inspections on a regular basis to ensure the implementation of environmental measures, and review environmental performance including consumption of electricity, water and paper and recyclables collected.
- Offer incentives or rewards to staff for the environmental initiatives they suggested.
- Provide appropriate levels of environmental training to all employees in order to enhance their environmental awareness.
- Participate in international / regional green recognition schemes such as the Wastewi$e and Energywi$e of the Hong Kong Green Organisation Certification. In particular, manufacturing and industrial services companies may also participate in cross-boundary schemes such as Hong Kong - Guangdong Cleaner Production Partners Recognition Scheme, Low Carbon Manufacturing Programme, BOCHK Corporate Low-Carbon Environmental Leadership Awards Programme, etc. In addition, they may participate in some sector specific schemes such as the Considerate Contractor Site Award Scheme, Green Contractor Award Scheme.
- Encourage staff to participate in green activities to develop green lifestyle habits (e.g. avoid using single-use plastics).

- Establish a green corner or green notice board in the office / on the site and in the warehouse to post various topics related to environmental protection.

- Carry out energy and carbon audit to identify areas for improvement and implement practical energy saving measures in the operations.

- Set up collection points to collect recyclables and facilitate waste separation at source.

- Develop solutions to reuse or upcycle materials generated within daily operation (e.g. reuse wastepaper for packaging fillers, upcycle packing from received goods as storage containers).

- Adopt the following energy saving measures for machinery operation where possible:
  - Install energy saving devices in some existing motor driven equipment and machines, such as frequency inverter for air compressors or plastic injection machines, variable speed drive for water pumps;
  - install timers to reduce standby power consumption;
  - Use electrical appliances with Energy Efficiency Labels; and
  - Install a heat exchange system for boilers or dryers to recover excess heat for reuse.

- Recycle wastewater from any washing or cleaning activities to enhance water saving.

- Install rainwater harvesting tank to collect rainwater for gardening, machine cooling or floor washing.

- Purchase air purifiers to maintain indoor air quality level and install filters on air vents and clean them regularly for particle control.

- Install shock absorbing pads for large scale machineries to reduce vibration as well as noise generated during operation.

- Publish and share company's green initiatives and achievements in website, annual report, sustainability report, corporate responsibility report and public forum.

- Establish effective channels to communicate site environmental issues with the community.

- Deploy vehicles with lower greenhouse gases emission (e.g. Euro-VI or above). Adopt electric vehicle or hybrid vehicle to reduce direct emission (if applicable).

- Work closely with clients to plan and adopt the following environmental initiatives during the design stage of the projects. For example:

- adopt environmentally friendly materials for projects or products; and
- adopt construction method or manufacturing process which impose less environmental impact.

- Require potential suppliers / sub-contractors to fill in evaluation forms with the purpose to review their environmental performance during the vendor selection process.

- Liaise with suppliers / contractors to develop environmental initiatives in pursuit of best practices (e.g. reduce and reuse packaging materials for product delivery) as well as provide support for up-stream suppliers to improve their overall environmental performance.

- Propose alternative construction arrangement to stakeholders to minimise the environment impact brought to the affected area during the construction process and monitor the environment impact to the surrounding throughout the operation of businesses.

- Collaborate and share experience with other industry players or trade associations on the implementation of environmental programmes and activities.

- Motivate staff members and stakeholders to support and participate in various community activities (e.g. tree planting, beach clean-up, barters, carbon reduction programmes and biodiversity conservation programmes, etc.).